

PTO Agenda

Date	September 19, 2017
Time Keeper	Megan Davis
Members present	Jessica Burfield, Megan Davis, Jim Fosdick, Cecilie Ballard, Chris Dahlk, Tara Verma, Sarah Anderson, Cathy Reuter, Alison LaTarte, Tami Shaw, Benita Glassford, Janet Steffen, Nina Menda, Jenny Gilles, Mike Sweitzer-Beckman
Start & End Times	6:30-7:45 pm
Location	Sauk Trail LMC

Working Agreements
<ul style="list-style-type: none"> ● Stay School Focused-always working in the best interest of our school community ● Share the Workload ● Be Open-minded to Others' Ideas ● Start and End on Time ● Have an Agenda ● Be a Positive Member-balanced listening and sharing ● Maintain an Inclusive Environment

ITEM	TIME	BACKGROUND NOTES/INFORMATION	DECISIONS/RESULTS
Introductions	5 min		
Agenda Format/Working Agreements	5 min	Jessica Burfield	<ul style="list-style-type: none"> ● General discussion on new format and working agreements (listed above) <ul style="list-style-type: none"> ○ Suggested by Chris after success at district level. ● Clear time allotments help to stay on track with timing. ● "Parking Lot" section is a place for topics that come up not on the agenda or that need further discussion outside of meeting.
Principal	5	Chris Dahlk	<ul style="list-style-type: none"> ● Tried different format for Back to school

Report	min		<p>and will ask for feedback</p> <ul style="list-style-type: none"> ○ Purpose was family engagement and how that can be a two way between families and parents. ○ Create opportunities that link to learning as well as building relationships. <ul style="list-style-type: none"> ● Planning grade level nights to demonstrate instruction and how families can incorporate at home. ● Third Friday count was 369 kids, a little under projection but 5 more than last year.
New Treasurer Report	5 min	Jim Fosdick	<ul style="list-style-type: none"> ● Bank balance is \$12,277.93 ● Playground equipment came in roughly \$1,000 under budget. <ul style="list-style-type: none"> ○ Total \$18,203.00 ● Playground, field trips, and spirit wear have all been paid. <ul style="list-style-type: none"> ○ Overture field trips- \$1504 ○ Spirit wear- 1516.85 <ul style="list-style-type: none"> ▪ \$227.93 profit ● Donations for August and September were \$750. ● When Jim asked what we would like from him as updates at meetings, Chris said we would like transparency of what our expenses and balances are. ● All banking will remain with River Valley Bank. Emailed receipts work fine. You Need A Budget will be used again, and started new July 1. <ul style="list-style-type: none"> ○ Evan will print out previous year. ● All accounts will be based under Sauk Trail rather than individuals to ease transitions between treasurers.
Spirit Wear	5 min	From Shelly Kadow: The order was finalized and the shirts should be in by the end of the month. Assuming all goes as planned, I will distribute them the first week in October so the kids and staff will have their new gear by the next assembly on October 6th. We only had six 3/4 pullovers ordered this time, so we had to pay a higher per piece. Should we keep those and raise the price	<ul style="list-style-type: none"> ● ¾ pullovers ordered almost exclusively by staff. Next year raise price. ● Ideas for the future <ul style="list-style-type: none"> ○ Lounge pants for pajama days, will explore for future ○ fold up blankets with logo ○ Car magnets ○ Travel Mugs ○ Water Bottles ○ Drawstring Bags? <ul style="list-style-type: none"> ▪ Would people want to order or would that be better as

		(by about \$5 so they would be \$40/piece) or just drop them? Sheila had suggested PJ/lounge pants. Any further suggestions?	<p style="text-align: center;">add-on with the school supply kit?</p> <ul style="list-style-type: none"> • Spirit Wear ordered through Top Promotions
Middleton High School Parade	5 min	<p>October 4th at 6pm. Theme is Outer Space. We have a golf cart.</p> <ul style="list-style-type: none"> • Need flyer created & sent out. • Need help with decorations, items to hand out during parade. (2-3 volunteers) 	<ul style="list-style-type: none"> • Tami will coordinate decorating the golf cart • Balloons and streamers will be available if kids want to bring scooters and bikes • Tara Volunteered to create a flyer <ul style="list-style-type: none"> ○ Creating a pdf and will email ahead of time to translate to Spanish ○ Will include that parents should pick up their children in front of the PAC ○ Show up at 545, wear spirit wear, meet in front of Clark Street Community School • Decided not to pass out anything along the route
Spaghetti Dinner	15 min	<p>October 20:</p> <ul style="list-style-type: none"> • Megan Davis & Jessica Burfield are organizing food. Flyer sent home. Meal tickets going home this week. • Volunteers needed for setting up, serving food (teachers?), games, and clean up. • Same games as last year? Changes? 	<ul style="list-style-type: none"> • Family engagement time, community building, book fair happening as well. <ul style="list-style-type: none"> ○ Not a money-making activity, strictly community building • Half sheet reminder with meal ticket numbers will be sent out this Thursday, Sept 21. <ul style="list-style-type: none"> ○ Allows for food to be ordered through Nutrition Services ○ Tickets can be bought there but preferred • Lots of volunteers signed up at registration for helping with Spaghetti Dinner and book fair • Sign up genius will be sent out to volunteer for positions. <ul style="list-style-type: none"> ○ Put out the sign up to staff, Asbury church • Hard to find volunteers for serving food. • Other help needed to set up dining area with tables, serving, clean up, set up and run games in the cafeteria <ul style="list-style-type: none"> ○ older kids might help with games like last year. <ul style="list-style-type: none"> ▪ Explore how to reach out to those students.
Newsletter	5 min	<ul style="list-style-type: none"> • Volunteer needed. <ul style="list-style-type: none"> ○ How often would we like to 	<p>Last year, a newsletter went out every month with tidbits about school, dates, things going on. Meant to make a connection with families who might not</p>

		distribute?	<p>be able to get into the school.</p> <ul style="list-style-type: none"> • Does it need to go out every month, quarterly, etc.? <ul style="list-style-type: none"> ○ Members felt monthly was nice, with reminders and helped stay in touch. ○ Felt it was good to have in hard copy rather than in emails. ○ All agreed it worked to send out by first Friday of the month like previous years. <p>Mike volunteered! Beckman.mike@gmail.com preferred email for information.</p> <ul style="list-style-type: none"> ○ Beth McMahon had previously expressed interest. Will follow up with both of them.
Hospitality	10 min	<ul style="list-style-type: none"> • Provide food for teacher conferences. October 25th & November 2nd are fall conferences. 2-3 volunteers needed. <ul style="list-style-type: none"> ○ Restaurant donations? 	<ul style="list-style-type: none"> • The PTO would like to create a hospitality committee to keep the load from falling to one person like it has previously. <ul style="list-style-type: none"> ○ Would provide 4 meals a year. <ul style="list-style-type: none"> ▪ 2 big, 2 sandwiches, etc. ▪ coordinate not totally making ▪ Use sign up genius for potluck style, donated food, anything with food is good! ○ There is an allotment in the PTO budget. ○ Example, last year the Mortons generously brought in lots of soup ○ food needs to be quick and easy to eat on the go. <ul style="list-style-type: none"> ▪ In a disposable container for simple cleaning. ▪ Tami, Tara, Jenny would be willing to work together. Hooray!
Salsa Night (or other family engagement night or color run?)	15 min	<p>From Mr. Becker: "I wanted to propose having another "Salsa Night" this school year at Sauk Trail. Done 4 years ago and two years ago. This event would again be a social evening for all Sauk Trail families with live Salsa music for listening/dancing, and a meal. If you all want to partner again on doing this, then I will work on writing a grant to get the funding for hiring the musicians. Besides getting the music and band together, I can also work on recruiting a dance instructor to</p>	<ul style="list-style-type: none"> ❖ Salsa • All community engagement, not a fundraiser • Previously, this event has reached a diverse cross section of our school population. • Ran too long in years past. • PTO responsibility for this event is decorations and food, and the set-up of said things. • Could we just do appetizers instead of a meal? <ul style="list-style-type: none"> ○ Could we get a restaurant to donate food? <ul style="list-style-type: none"> ▪ Taqueria Gonzales has catered district events ▪ Pasqual's donated food for 4th grade celebration.

		<p>help show dance steps that night for people interested in trying the dance steps. Friday night in the winter?</p> <ul style="list-style-type: none"> ● Do we want to do this instead of color run or other family event? 	<ul style="list-style-type: none"> ○ Possibly have tables around with finger foods rather than sit down meal. <ul style="list-style-type: none"> ▪ Allow for mingling between spaces. ● Members agreed it is nice to have an extra family engagement event in the winter. ❖ Color Run ● Lots of positive feedback previously. ● Fun community building activity to close out school year. <ul style="list-style-type: none"> ○ Offers the opportunity to invite and connect with incoming kindergarten families. <p>After discussing the possibility of combining the two events, the present members agreed on keeping the events separate, while potentially simplifying both to make that possible.</p>
		<p>Classroom Liaison</p>	<ul style="list-style-type: none"> ● Volunteer coordinator for every classroom. <ul style="list-style-type: none"> ○ Might be more successful in finding volunteers if asked by someone that they know ○ Middle man for a more personal connection <ul style="list-style-type: none"> ▪ Email List for classrooms will be families that gave “okay” for student directory listings. ○ Dual language will have a Spanish and English parent ● Volunteers from members present <ul style="list-style-type: none"> ○ Sarah Anderson: Hustad ○ Cecilie Ballard: Bessick ○ Tami Shaw: Bialk ○ Alison LaTarte: Wiederhoeft ○ Nina Menda: Kalscheuer ○ Cathy Reuter: Lindberg and Kauper ○ Janet Steffen: Bohmsach ○ Mike Sweitzer-Beckman: Garcia Peterman

		Spanish Translator	<ul style="list-style-type: none"> • Is that something we can get from the district to help with engaging and involving our Spanish speaking families? <ul style="list-style-type: none"> ○ We would need to promote that well as it is a change from current protocol.
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Parking Lot	<ul style="list-style-type: none"> • Tax returns from 2016 for Jim will be found and will set up a place for printouts. • Hospitality committee connected • Possible committee members for Salsa and Color Run
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